

# PHA Plans

5 Year Plan for Fiscal Years 2001-2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** The Housing Authority of the City of Huntsville, Alabama

**PHA Number:** AL09-047

**PHA Fiscal Year Beginning:** April 1, 2001

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)








☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)  
We have adopted the following Mission to guide the activities of the Huntsville Housing Authority.

Be It Resolved, that the Mission of The Housing Authority of the City Of Huntsville, Alabama is to:

Eliminate the negative influence of poverty in public housing to ensure that residents develop self esteem and lead fulfilling and productive lives.

In order to achieve this mission, we will provide for:

-  Decent, safe and sanitary housing;
-  Guidance that lends to self-empowerment;
-  Assistance in delivering health, personal and social services to residents to remove barriers to their independence;
-  Educational assistance toward GED certification and matriculation in institutions of higher learning in academic and trade schools;
-  Pre-employment training for particular jobs;
-  Opportunities for entry level employment in industries and disciplines which will provide economic stability and rewards to ensure self-sufficiency; and
-  Affordable housing opportunities and promote homeownership.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☐ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies: by 3%
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) Remain High Performer Rating
  - ☒ Improve voucher management: (SEMAP score) Remain High Performer Rating
  - ☒ Increase customer satisfaction:
  - ☒ Concentrate on efforts to improve specific management functions: Vacancy turnaround, high ratings of housing stock inspections, public housing finance; voucher unit inspections
  - ☒ Renovate or modernize public housing units: CGP funds for Viability
  - ☒ Demolish or dispose of obsolete public housing: Drake Tower (AL4709)
  - ☐ Provide replacement public housing:
  - ☒ Provide replacement vouchers: Drake Tower (AL47-09) demolition
  - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
- ☐ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords: increase potential (landlord) pool by 3%
  - ☐ Increase voucher payment standards:
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: by 3%
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: by 3%
- ☒ Implement public housing security improvements: PHDEP Grants-ongoing
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities): Johnson Towers (AL4708)/ Todd Towers(AL47-11)/L. R. Patton – Addition (AL47-15)
- ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families: by 2%
  - ☒ Provide or attract supportive services to improve assistance recipients' employability: Outreach to applicable community, partners and agencies.
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities: Outreach to applicable community partners and agencies.
  - ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status,and disability: Increase public notice measures and promotions.

- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Increase public notice measures and promotions
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Increase public notice measures and promotions.
- ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

We have also adopted the following goals and objectives for the next five years.

**Goal One:** Manage the Huntsville Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a high performer.

**Objectives:**

- A. HUD shall recognize the Huntsville Housing Authority as a high performer in accordance with PHAS by March 31, 2005.
- B. The Huntsville Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by March 31, 2005.
- C. The Huntsville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

**Goal Two:** Provide a safe and secure environment in the Huntsville Housing Authority's public housing developments.

**Objectives:**

- A. The Huntsville Housing Authority shall reduce crime in its developments to the rate that is less than their surrounding neighborhood by March 31, 2005.
- B. The Huntsville Housing Authority shall annually refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

- C. The Huntsville Housing Authority shall reduce its evictions by 5% due to violations of criminal laws by March 31, 2005.

**Goal Three:** Continue to improve communications outside the agency, among the staff, with residents and the community at large.

**Objectives:**

- A. Continue to improve public relations and communication with the City, County and Community Agencies, organizations and businesses. Market success stories through available media outlets.
- B. Improve telephone, radio and computer communications systems.
- C. Continue to conduct meetings with residents and community to obtain feedback on proposed grant, physical and management improvements.

**Goal Four:** Provide Board, Staff and Residents of HHA professional development, training and educational opportunities.

**Objectives:**

- A. Increase the knowledge of staff who operate computers to utilize the existing computer applications currently used by the Authority to their maximum capability.
- B. Provide staff with professional development training in the following areas:
  - 1. Oral, Written and Non-verbal communications
  - 2. Active Listening
  - 3. Time Management
  - 4. Stress Management
  - 5. Supervisory and Leadership training
  - 6. Maintenance Trade Skills
  - 7. Standard Operating Procedures and General Policies
- C. Provide leadership, conflict resolution, entrepreneurship and other training opportunities to resident leaders, resident council officers, and other interested residents.
- D. Inform Board members of HUD policy and procedural changes in a timely manner. Secure training to fullest extent possible in meeting training needs.

**Goal Five:**

Implement income generating and cost saving measures.

**Objectives:**

- A. Identify property investments.
- B. Research Grant opportunities.
- C. Lease up Section 8 units to maximum extent allowable. (Budgeted Authority)

- D. Implement energy and utility saving efforts.
- E. Utilize force account labor in modernization renovations.
- F. Identify fixed costs which can be reduced.
- G. Hold residents accountable for fire safety, trash cleanup, etc.
- H. Hold employees accountable for safety, paper waste, lease violations, etc.
- I. Review HUD regulatory changes which allow for increased discretionary income.
- J. Identify other dollar generators.
- K. Sell seats for HHA's in house training to other local agencies.

**Goal Six:**

Foster resident self-sufficiency and economic opportunities.

**Objectives:**

- A. Comply with Section 3 Goals as established by HUD, including promotion of in-house hiring opportunities for assisted housing residents.
- B. Coordinate activities with the Workforce Development Board, Work Experience Program, and other aspects of WAGES Welfare Reform policies.
- C. Continue to develop maintenance and management trainee programs.
- D. Child Care resources will be increased.
- E. Develop a Computer Learning Center for use by children and adults.
- F. Scholarships for residents and students will be developed.
- G. Entrepreneur Training will be developed and expanded.
- H. Market the Family Self-sufficiency Program more effectively to resident and fill all available slots.

**Goal Seven:**

Review, revise, develop and implement policies and procedures in accordance with the changing regulatory environment.

**Objectives:**

- A. Comply with public records retention guidelines.
- B. Review existing Memorandums of Understandings with Resident Councils, law enforcement and other agencies.
- C. Develop a new and improved Resident Orientation Program, and Handbook for new residents of Public and Section 8 Housing.
- D. Revise and improve the Section 8 rental assistance program landlord handbook.
- E. Market housing to non-traditional applicants, including working households and non-minorities.
- F. Update the Resident Selection and Assignment Plan.
- G. Implement effective housekeeping and yard cleanliness guidelines.



H. Update/review other agency policies and procedures.

**Goal Eight:**

Encourage community, resident and staff teamwork.

**Objectives:**

- A. Utilize designated community facilities to offer community services and meet with residents about community needs.
- B. Utilize incentives to encourage resident and management involvement in crime reduction and community participation.
- C. Partner with local agencies and groups to offer services needed by assisted housing residents.
- D. Continue to improve communications with and expand outreach to landlords in the Section 8 rental assistance program and expand participation.

**Goal Nine:**

Improve physical conditions and appearances of all properties.

**Objectives:**

- A. Utilize the modernization planning program to develop and implement a five-year improvement plan.
- B. Develop programs and procedures to improve landscaping, cleanliness and beautification.
- C. Continue to implement preventive maintenance programs for plumbing, electrical and general maintenance.
- D. Continue to improve pest control procedures.

**Goal Ten:**

Retain skilled and qualified employees, volunteers, contractors, and consultants to accomplish objectives of this housing plan.

**Objectives:**

- A. Select highly qualified employees and volunteers by proper interviewing techniques, reference checks, background investigations and outreach techniques.
- B. Select contractors and consultants based upon price and qualification factors, using broad outreach efforts. Ensure that contractors and consultants satisfy the terms of their contracts.

**Goal Eleven:**

Fully utilize, upgrade, and/or replace the existing computer hardware and software.

**Objectives:**

- A. Award a contract to a qualified firm to develop a computer needs assessment. The report resulting from this assessment will recommend hardware to upgrade the capacity of the current

mainframe and to integrate all existing peripheral computer equipment. The report will also identify software that is especially designed for use by housing authorities which meets the needs of all HHA users.

- B. Develop in-house expertise to handle routine computer problems.
- C. Implement regular training schedule to upgrade skills of all employees, including video training.

**Goal Twelve:**

Implement the system as established through Human Resources for rewarding employees for exemplary contributions and commitment.

**Objectives:**

- A. Increase awareness of reward system (pay for performance) established by Human Resources Department.
- B. Utilize open door policy as designated by Management.
- C. Recognize all employees equally at staff function.
- D. Utilize Human Resources to ensure all employee birthdays are recognized.

**Goal Thirteen:**

Improve and enhance HHA's public image.

**Objectives:**

- A. Improve site appearance of all properties.
- B. Market our successful programs and residents
- C. Perform customer service surveys
- D. Communicate more effectively with local government and other community agencies.
- E. Place logo on vehicles

**Goal Fourteen:**

Foster resident youth empowerment opportunities.

**Objectives:**

- A. Assess needs and desires of youth.
- B. Survey existing programs.
- C. Partner with local agencies to provide services on site.
- D. Communicate with schools, police, Serious Habitual Offenders Community Awareness Program (SHOCAP)
- E. Participate in and expand youth employment programs.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.
- We have implemented a tenacious deconcentration policy.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50.00.
- We have established flat rents for all of our developments.
- In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.

In summary, we are on course to improve the condition of affordable housing in Huntsville, Alabama.

**Annual PHA Plan**  
**PHA Fiscal Year**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA 96.25% PHMAP designation**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Senior management of the 1999 Huntsville Housing Authority planning session addressed numerous environmental issues, both internal and external to the Authority that will affect the organization's ability to carry out its mission. Based on the environmental issues, the following assumptions have been developed.

**WELFARE REFORM-** Senior management agrees there is a need to prepare residents for welfare changes. Without this preparation these changes may lead to the probability of homelessness, increased crime, drug abuse, domestic violence and stress relating to less subsidy. Educate residents on employment and social opportunities in order to increase self-esteem and self-sufficiency. There is a need for resident job training programs and employment referral services.

**APPEARANCE OF HHA FACILITIES-** There will be a need to improve the appearance of HHA facilities to enhance our public image and attract working families as applicants. Investigate the possibility of utilizing juvenile offenders to work off their probationary hours by cleaning up the complexes.

**AFFORDABLE CHILD CARE AND TRANSPORTATION-** These two obstacles to self-sufficiency must be addressed in a coordinated fashion.

**PREPARE FOR FUTURE BUDGET CUTS-** They have already started and more are on the way. Staff and residents need to be informed of these changes. Social programs will be restructured and dollars reduced. Look for other sources of revenue.

Continue in-house training programs to achieve maximum production for payroll costs. Review level of services and review organizational structure for efficient and effective delivery of services and/or service reductions. Strictly enforce lease to decrease damages. Attract higher income residents and carry out energy performance contracting.

**TECHNOLOGY** - Seek opportunities to utilize current technology to reduce costs and provide adequate services. Remain current with computer hardware and software changes to increase productivity.

**FEWER HUD GUIDELINES/LESS OVERSIGHT** - Modify policy and procedures to take advantage of this change. Stay informed of current changes from NAHRO, AAHRA, and PHADA, industry organizations, which advocate for assisted housing. Inform our state and local officials/representatives of our concerns and ask for their support. Also, ask them to inform us of any proposed changes and how it might impact our organization and clients.

**EDUCATION/TRAINING** - Train residents in parenting. Provide workshops, videos on parenting, drug education, and human behavior. There is a need to educate staff and residents of upcoming organizational changes and how to prepare for them. Develop programs to encourage/enhance skills of our residents to move from being dependent on the system to becoming independent by self-esteem/motivational classes.

**ESTABLISH PARTNERSHIPS** - HHA should pursue partnerships with nonprofit and/or for-profit developers who have expertise in new financing techniques. We need to train staff who can become knowledgeable of these new techniques.

**ACCOUNTABILITY** - Accountability at all levels: residents, staff, and Board. Both residents and staff need to improve their cooperation with each other.

**STRATEGIC PLANNING** - will be critical to survival in an operating environment that is less dependent on HUD funding and more market-oriented. The following areas are key factors in ensuring the future of the Housing Authority of the City of Huntsville, Alabama:

- Local initiatives will be essential if HHA is to succeed in making the transition to this new era. These initiatives will include public-private partnerships, entrepreneurial ventures, and innovative financing mechanisms.
- If HHA sites are fully modernized, can these units compete with the private market?
- Do any sites have redevelopment potential?

- What sources of non-federal financing are available for rehabilitation or construction of new affordable housing?
- What mixed-financing options are available? Such as the Huntsville Housing Authority's tax exempt financing capabilities, local bank loans, leveraging community reinvestment act requirements, municipal tax increment financing, use of Federal National Mortgage Association (FNMA), Federal Home Loan Bank (FBLB), Standard and Poors (S&P), and other finance enhancement programs will be explored.
- What public-private partnerships can benefit the HHA? We must facilitate HHA private sector partnerships that maximize housing opportunities for low-and-moderate-income renters and homeowners.
- What private sector real estate management/maintenance techniques can reduce HHA operational costs?
- To advise HHA on taking advantage of new opportunities presented by deregulation.
- To assist in the development of local housing programs that enjoy broad based community support and promote the economic viability of the Housing Authority.
- Home ownership strategies.
- Recommendations to combine available federal programs.
- Using HHA equity to secure financing for development.
- Creating a mixed-income resident base.
- Combining other Federal funding resources, such as HOME and CDBG, with HHA programs.
- Market Analysis and Marketing.
- Planning and Zoning.
- HOPE VI is aimed at revitalizing severely distressed public housing. Eligible activities include:
- Funding capital repair costs of major reconstruction, rehabilitation and other physical improvements.

- Capital cost of replacement units and Section 8 Vouchers for replacement.
- Management improvements for the reconstructed developments.
- Planning and technical assistance.
- Demolition.

Up to 20% of an award may be used for community services programs, such as literacy training, job training, day-care and youth activities.

- The Huntsville Housing Authority plays the predominate role in responding to the City of Huntsville's extremely low-income (below 30% median) and low-income (below 50% median to 30% median) housing needs. Providing such extensive housing opportunities in a City of 175,458 population (estimated 1998), is proof of the Huntsville Housing Authority's deep commitment to its housing mission.
- There is a shortage of affordable housing.
- Can residents be linked to community resources that foster selfsufficiency, empowerment, upward mobility, and homeownership?
- How will the Huntsville Housing Authority's vision for the future be coordinated with other affordable housing players, including:
  - Huntsville Department of Community Development
  - Housing Assistance Partnership Task Force Planning Commission
  - Alabama Housing Development Agency Affordable Housing Advisory Committee and Huntsville Citizens Advisory committee
- An important part of how HHA evaluates itself is by an assessment of their housing stock
- Re-engineering of Section 8 Projects.
- Demolishing/replacing obsolete public housing; if demolished, can land be used for redevelopment purposes.
- Vouchering out obsolete public housing.
- Converting public housing to market rate housing with a mix of incomes.
- Revitalizing existing low-income housing through density reductions, reconfiguration of sites, and rehabilitation.

- Using low-income housing tax credits (LIHTC) program in the development of new affordable housing and selling tax credits to produce additional revenues for Huntsville Housing Authority deficits.
- Examining the effect of welfare reform on HHA residents.

A SPECIFIC SET OF UNIQUE SKILLS- are required to accomplish effectively and in a timely manner the objectives of a replacement housing program. These include a comprehensive analysis of the operations and assets of the Authority:

- experience in private and public housing management and marketing
- the ability to analyze accurately housing development feasibility
- experience in construction estimating, budgeting, and management
- the ability to leverage public resources (tax credits, grants, loans, etc.) and package them with private financing
- the ability to manage effectively the project team and to maintain project schedules and budgets
- the ability to work effectively with local leaders, community organizations and community residents
- sensitivity to and concern for urban planning, design, and land use objectives as well as community social and economic development objectives.

**After a careful examination of the items stated above, the authority can prioritize and refine strategic options based on inputs from this process.**

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan including attachments, and a list of supporting documents available for public inspection

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ Admissions Policy for Deconcentration (AL047a02)
- ☒ FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Implementation of Public Housing Resident Community Service Requirements – AL047a06
- ☒ Resident Membership of the PHA Governing Board– AL047a07
- ☒ Membership of the Resident Advisory Board– AL047a08

#### Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (PHDEP Plan for FY2001 – AL047a01)
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Resident Advisory Board Recommendations FY2001 - AL047a03)
- ☒ Other (List below, providing each attachment name)
- ☒ Civil Rights Certification – AL047a04
- ☒ Resident Survey Follow-up Plan – AL047a05
- ☒ Pet Policy – AL047a09
- ☒ Brief Progress of 5-Year Plan – AL047a10

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/1899 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	Annual Plan: Pet Policy

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan<sup>s</sup> applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5,628	5	4	4	3	3	5
Income >30% but <=50% of AMI	3,950	4	4	4	3	3	4
Income >50% but <80% of AMI	5,397	3	3	3	3	3	3
Elderly	1,249	3	3	2	4	2	3
Families with Disabilities	N/A	4	N/A	3	4	2	3
Race/Ethnicity	3,623	5	4	4	3	3	5

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s Five-Year Plan  
Indicate year: 1996 - 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset: 1990
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study

Indicate year:

☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (data as of 9/30/00)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	55		1 month
Extremely low income <=30% AMI	20	36%	
Very low income (>30% but <=50% AMI)	35	64%	
Low income (>50% but <80% AMI)	0	0	
Families with children	26	47%	
Elderly families	4	7%	
Families with Disabilities	6	11%	
Race/ethnicity	Black - 43	78%	
Race/ethnicity	White - 12	22%	
Race/ethnicity	Other - 0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	28	51%	
2 BR	14	25%	

Housing Needs of Families on the Waiting List			
3 BR	9	16%	
4 BR	4	7%	
5 BR	0	2%	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (data as of 9/30/00)			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	664		18 months
Extremely low income <=30% AMI	564	85%	
Very low income (>30% but <=50% AMI)	93	14%	
Low income (>50% but <80% AMI)	7	1%	
Families with children	644	97%	
Elderly families	50	7.5%	
Families with Disabilities	65	9.7%	
Race/ethnicity	Black – 571	86%	
Race/ethnicity	White – 85	13%	
Race/ethnicity	Hispanic – 8	<1%	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 19 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Project-based only.</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by: April 1, 2000 – March 31, 2001**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☒ Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- ☒ Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below):

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional Section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other (list below):

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other (list below):

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available



☐ Other (list below):

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other (list below):

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other (list below):

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other (list below):

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing

- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$4,899,278.00	Funds 69% of the Conventional Public Housing Program
b) Public Housing Capital Fund	\$3,312,518.00	Funds the Modernization Program
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,069,339.00	Funds the Section 8 Program
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$427,501.00	Funds the Drug Elimination Program
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CGP 708-99	\$2,647,322.00	Unobligated funds
CFP 501-00	3,312,518.00	Unobligated funds
FY1997 PHDEP	\$19,026.00	Unobligated funds
FY1998 PHDEP	\$28,072.00	Unobligated funds
FY1999 PHDEP	224,852.00	Unobligated funds
FY2000 PHDEP	427,501.00	Unobligated funds
FY1999 EDSS	325,441.00	Unobligated funds
<b>3. Public Housing Dwelling Rental Income</b>	\$2,123,210.00	
<b>4. Other income (list below)</b>		
Other	\$75,000.00	Funds 1% of the Conventional Program
<b>5. Non-federal sources (list below)</b>		
Special Fund:		
HHSS Management Fee	\$1,800.00	Funds for special resident related projects & entrepreneurial programs
Income from Laundry Machine	800.00	Funds for special resident related projects & entrepreneurial programs
<b>Total resources</b>	<b>\$20,894,178.00</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: Five (5) ordinal value
- ☐ When families are within a certain time of being offered a unit: Five (5) days
- ☒ Other: (describe) Immediately upon receipt of application.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☒ Other (describe) Credit History

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe):

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection**(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices

- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☒ Resident choice: (state circumstances below) Prior written approval by PHA Housing management staff
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☐ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- ☒ 2 Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: The pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list) Housekeeping Video

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists  
If selected, list targeted developments below:
- ☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☒ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☐ Not applicable: Results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below) Credit History



- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below)
- The following information that may be given to prospective landlords and managers of rental property:
- The family's current address, as shown in the Housing Authority records
  - The name and address (if known) of the landlord at the family's current and prior address
  - Damages that are tenant caused
  - Unpaid rent claims that lead to eviction
  - Poor housekeeping habits as noted during annual inspections

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

## **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

When issuing a Certificate or Housing Voucher, the housing authority shall give the Family a Section 8 Participant's Packet, which includes: (Reference 24 CFR 982.301).

1. The term of the certificate or voucher is 60 days. A Certification and Voucher is valid for a period of 60 days from the date of issuance. Prior to expiration, the family may contact the HA to inquire about assistance the HA can provide the family in locating suitable housing. The family must submit a Request for Lease Approval within 60-day period unless an extension has been granted by the HA. Once the family finds a suitable unit and submits a Request for Lease Approval the clock is stopped and/or suspended on the term of the certification or voucher (See Section IV 94 Suspension). If the unit is not approved for any reason, the applicant will be allowed to use the remaining days of the initial term of the certification/voucher to find a suitable unit. If the initial term is not adequate for finding a unit to lease, the family may request an extension of the initial term as described below.
2. Requesting for extensions of the term. A family may request an extension of the Certification or Voucher time period. All requests for extensions should be received prior to the expiration date of the Certification or Voucher. Extensions are permissible at the discretion of the HA primarily for the following reasons:
  - (a) Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60-day time period. The HA representative will verify the extenuating circumstances prior to granting an extension.
  - (b) The family has evidence that they made a consistent effort to locate a unit and request support services from the HA, throughout the initial 60-day period with regard to their inability to locate a unit.
  - (c) The family has turned in a Request for Lease Approval prior to the expiration of the 60-day time period, but the unit has not passed HQS.
  - (d) Time Period for extensions: A HA representative may grant one or more extensions not to exceed a total of 60 days. The initial term plus any extensions **MAY NOT** exceed 120 calendar days for the beginning of the initial term.

#### **(4) Admissions Preferences**

##### a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

##### b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ 1 Date and Time

Former Federal preferences

- ☐ 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ 2 Victims of domestic violence
- ☐ 1 Substandard housing
- ☐ 1 Homelessness
- ☐ 2 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 4A.

### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

#### Minimum Rent Hardship Exemptions:

A. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:

- (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

- (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
- (3) The income of the family has decreased because of changed circumstance, including loss of employment.
- (4) A death in the family has occurred which affects the family circumstances.
- (5) Other circumstances which may be decided by the HHA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the HHA prior to the rent becoming delinquent and before the lease is terminated by the HHA.

B. If a resident requests a hardship exemption under this section **(prior to the rent being delinquent)**, and the HA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a 90 day period beginning upon the making of the request for the exemption. A resident may not be evicted during the 90-day period for nonpayment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such 90-day period. This paragraph does not prohibit the HHA from taking eviction action for other violations of the lease.

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☒ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- ☒ Yes for all developments  
☐ Yes but only for some developments  
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study  
☐ Fair market rents (FMR)  
☒ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☒ Any time the family experiences an income increase  
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_  
☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing  
☐ Survey of rents listed in local newspaper  
☒ Survey of similar unassisted units in the neighborhood  
☒ Other (list/describe below)  
Fair Market Rates (FMRs)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenantbased assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☐ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ The PHA has chosen to serve additional families by lowering the payment standard  
☐ Reflects market or submarket  
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ Reflects market or submarket



- ☐ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below):  
Or as published by HUD by updating local/regional FMRS.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☒ Other (list below) Survey of similar unassisted units in the neighborhood

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

In accordance with the The Housing Authority of the City of Huntsville, Alabama's, "Admissions and Continued Occupancy Policy" (A.C.O.P.) adopted August 1999 is the following policy.

## **SECTION XVIII. DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES**

### **7. Minimum Rent Hardship Exemptions:**

- A. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
- (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
  - (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the

initial implementation of a minimum rent or increase to the existing minimum rent).

- (3) The income of the family has decreased because of changed circumstance, including loss of employment.
- (4) A death in the family has occurred which affects the family circumstances.
- (5) Other circumstances which may be decided by the HHA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the HHA prior to the rent becoming delinquent and before the lease is terminated by the HHA.

- B. If a resident requests a hardship exemption under this section **prior to the rent being delinquent**), and the HA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a 90 day period beginning upon the making of the request for the exemption. A resident may not be evicted during the 90-day period for nonpayment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a longterm basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such 90-day period. This paragraph does not prohibit the HHA from taking eviction action for other violations of the lease.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure longterm physical and social viability of

its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan under Capital Fund Program Annual Statement and Five Year Plan

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at under Capital Fund Program Annual Statement and Five Year Action Plan

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

To be determined by a HOPE VI Feasibility Study and Application Consultant Request for Proposals review.

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

To be determined by a HOPE VI Feasibility Study and Application Consultant Request for Proposals review.

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name: Sparkman Homes	
1b. Development (project) number: AL47-03	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(06/30/2001)</u>	
5. Number of units affected: 16	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: FY 1999 HOPE VI Demolition Grant No. AL09URDO47D199, in the amount of \$430,000.00, use of residual funds in the amount of \$182,952.00.	
b. Projected end date of activity: March 31, 2002	

## 9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other



than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to Section 8 for certain public housing families

- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to subcomponent D.

### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property(e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: Public Housing Drug Elimination Program Plan, AL047a01)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See attachment entitled Admissions Pet Policy (AL047a09)

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain?
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment – File Name: Resident Advisory Board Recommendations FY (AL047a03)
  - ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
  - ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - ☒ Other: (list below)  
Refer to 18.A.2. above, AL047a03

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process



a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: The City of Huntsville, Alabama

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

#### **D. Other Information Required by HUD**

Substantial deviations or Significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

## **Attachments**

- AL047a01 - Public Housing Drug Elimination Program Plan
- AL047a02 - Admissions Policy for Deconcentration
- AL047a03 - Resident Advisory Board Recommendations
- AL047a04 - Civil Rights Certification
- AL047a05 - Resident Survey Follow-up Plan
- AL047a06 - Implementation of Public Housing Resident Community  
Service Requirements
- AL047a07 - Resident Membership of the PHA Governing Board
- AL047a08 - Membership of the Resident Advisory Board
- AL047a09 - Admissions Pet Policy
- AL047A10 - Brief Progress of 5-Year Plan

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number AL09-P047-50100      FFY of Grant Approval: 2001

☒ Original Annual Statement

Line No.	Summary by Development Account	
1	Total Non-CGP Funds	0.00
2	1406 Operations	0.00
3	1408 Management Improvements	30,000.00
4	1410 Administration	162,442.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	40,000.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	886,550.00
10	1460 Dwelling Structures	2,013,526.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00
12	1470 Nondwelling Structures	0.00
13	1475 Nondwelling Equipment	0.00
14	1485 Demolition	0.00
15	1490 Replacement Reserve	0.00
16	1492 Moving to Work Demonstration	0.00
17	1495.1 Relocation Costs	180,000.00
18	1498 Mod Used for Development	0.00
19	1502 Contingency	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>3,312,518.00</b>
21	Amount of line 20 Related to LBP Activities	106,500.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	500,000.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Management Improvements	Management Training	1408	\$ 30,000.00
HA-Wide Administration	Funding for HA Staff	1410	162,442.00
HA-Wide Fees and Costs	A&E services	1430	40,000.00
AL47-03 Sparkman Homes	Site: Correct Drainage	1450	79,050.00
AL47-05A & B Brookside/Lincoln Park	Site: Landscaping	1450	100,000.00
	Repair/Replace Alleys	1450	175,000.00
	Exterior: Gutters	1460	84,950.00
AL047-7A & B Northwoods Addition/ Councill Courts Addition	Site: Repair/Replace Alleys	1450	35,000.00
AL47-10 Searcy Homes	Site: Sidewalks/Alleys	1450	112,500.00
	Perimeter Fencing	1450	250,000.00
	Landscaping	1450	135,000.00
	Mechanical & Electrical: HVAC	1460	460,000.00
	Building Exterior: Security Window Screens/Doors	1460	250,000.00
	Shutters	1460	35,000.00
	Gutters	1460	42,500.00
	Front-Rear Porches/Patios	1460	722,500.00
	Exterior Storage	1460	264,366.00
	Apartment Signage	1460	47,710.00
	Dwelling units: Abate Existing Flooring	1460	106,500.00
	Relocation Costs	1495	180,000.00
<b>Grand Total</b>			\$3,312,518.00

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HHA - Wide Management Training	03/30/03	09/30/04
HHA - Wide Administration	03/30/03	09/30/04
AL47-01 Councill Court	03/30/03	09/30/04
AL47-02 Butler Terrace	03/30/03	09/30/04
AL47-03 Sparkman Homes	03/30/03	09/30/04
AL47-04 Butler Terrace	03/30/03	09/30/04
AL47-05A Brookside	03/30/03	09/30/04
AL47-05B Lincoln	03/30/03	09/30/04
AL47-06 Northwoods	03/30/03	09/30/04
AL47-07A Northwoods Addition	03/30/03	09/30/04
AL47-07B Councill Court Addition	03/30/03	09/30/04
AL47-08 Johnson Towers	03/30/03	09/30/04
AL47-09 Drake Towers	03/30/03	09/30/04
AL47-10 Searcy Homes	03/30/03	09/30/04
AL47-11 Todd Towers	03/30/03	09/30/04
AL47-14 L. R. Patton	03/30/03	09/30/04
AL47-15 L. R. Patton	03/30/03	09/30/04

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.  
 Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-01	Councill Court – 180 Units	9	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site: Repair/Replace Alleys			\$100,000	FFY2002
Building Exterior: Building ID/Site/Address Signage			\$ 26,000	FFY2002

<b>Total estimated cost over next 5 years</b>	<b>\$126,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-02	Butler Terrace – 170 Units	12	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	
<div>Site: Repair/Replace Alleys</div> <div>MOD Upgrade Old Central Office</div> <div>Site: Landscaping</div> <div>Building Exterior: Windows Storefront Concrete</div> <div>Building Interior: HVAC Bath MOD Carpentry Plumbing Doors Electrical Demolition Painting Security/Fire Alarm Finish Hardware</div>				
			\$125,000	FFY 2003
			50,000	FFY 2004
			9,500	FFY 2004
			3,800	FFY 2004
			8,000	FFY 2004
			20,800	FFY 2004
			6,500	FFY 2004
			15,000	FFY 2004
			7,800	FFY 2004
			4,200	FFY 2004
			14,000	FFY 2004
			10,000	FFY 2004
			14,000	FFY 2004
			15,000	FFY 2004
9,000	FFY 2004			
Total estimated cost over next 5 years			\$312,600	



Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-03	Sparkman Homes – 186 Units	16	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Building Exterior: Gutters			\$ 79,050	FFY 2001
Site: Perimeter Fencing			87,210	FFY2002
Building Exterior: Building ID/Site/Address Signage			26,000	FFY2002
Total estimated cost over next 5 years			\$192,260	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-04	Butler Terrace Addition – 84 Units	10	12%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site: Repair/Replace Alleys			\$60,000	FFY2003
Total estimated cost over next 5 years			\$60,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
AL47-05A & B	Brookside/Lincoln Park – 260 Units	5	2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Site: Landscaping		\$100,000	FFY2001
Repair/Replace Alleys		\$175,000	FFY2001
Exterior: Gutters		\$ 84,950	FFY2001
Exterior: Repair Balconies/Landings		\$ 65,000	FFY2002
Total estimated cost over next 5 years		\$424,950	

[illegible]

Optional 5-Year Action Plan Tables				PAGE 2
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-06	Northwoods -Continued	266	3%	
Description of Needed Physical Improvementsor Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Previous Page Total			\$3,348,160	
Dwelling Units:			675,190	FFY2003
New Carpet/VCT			179,510	
Carpentry			60,700	
Vanities				
Building Exterior:				FFY2004
Security Doors			147,950	
Building Interior:				
Door Replacement			376,000	FFY2004
Carpentry			766,650	FFY2004
Tub Surround			112,980	FFY2004
Bath MOD (Handicap)			27,550	FFY2004
Attic Insulation			137,190	FFY2004
Total estimated cost over next 5 years– Grand Total			\$5,831,880	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-07A & B	Northwoods Addition/ Council Court Addition – 194 Units	68*	35%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site: Repair/Replace Alleys			35,000	FFY2001
Total estimated cost over next 5 years			\$35,000	

\*66 Units Out for MOD

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-8	Johnson Towers – 120 Units	12	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			\$0.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-09	Drake Towers– 194 Units	86	100%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			\$0.00	



Optional 5-Year Action Plan Tables				PAGE 1
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-10	Searcy Homes – 100 Units	5	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Site:</b> Sidewalk/Alleys Perimeter Fencing Landscaping  <b>Mechanical &amp; Electrical:</b> HVAC  <b>Building Exterior:</b> Security Window Screens/Doors Window Shutters Gutters Front-Rear Porches/Patios Exterior Storage Apartment Signage  <b>Dwelling Units:</b> Abate Existing Flooring			\$112,500 250,000 135,000  460,000  250,000 35,000 42,500 722,500 145,000 47,710  106,500	FFY
Total estimated cost over next 5 years– Sub-total			\$2,306,710	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	PAGE 2
AL47-10	Searcy Homes – Continued	5	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total from Previous Page			\$2,306,710	
Site:			45,000	FFY2001
Site Lighting				
Mechanical & Electrical:			75,000	
Ceiling Fans/Light Fixtures			207,500	
Plumbing/Water Heaters			58,000	
Range Hoods/Garbage Disposals				
Building Exterior:			31,000	
Clean/Repair/Seal Brick			140,000	
Exterior doors/Frames/Hardware				
Dwelling Units:			345,000	
Windows			98,000	
New Carpet/VCT			255,000	
Kitchen Cabinets			344,500	
Carpentry			165,000	
Interior Doors/Hardware			40,000	
Vanities			71,000	
Attic Insulation			160,000	
Painting				
Total estimated cost over next 5 years – Sub-total			\$4,341,710	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	Page 3
AL47-10	Searcy Homes – Continued	5	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total from Previous Page			\$4,341,710	FFY2002
Dwelling Units:				
New carpet/VCT			225,000	
Wall repair/replacement			85,000	
Total estimated cost over next 5 years– Grand Total			\$4,651,710	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-11	Todd Towers – 100 Units	3	3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
None				
Total estimated cost over next 5 years			\$0.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-14	L. R. Patton Apts. – 97 Units	12	12%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
None				
Total estimated cost over next 5 years			\$0.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL47-15	L. R. Patton Additions – 10 Units	0	0%	
Description of Needed Physical Improvements or Mangement Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
None				
Total estimated cost over next 5 years			\$0.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
N/A	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Training		70,000	
Computer Software		110,000	2000
Management Training		70,710	2001
Management Training		70,000	2002
Management Training		70,000	2003
Management Training		70,000	2001
Total estimated cost over next 5 years		\$460,710	

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management						
Component Identification	Activity Description					
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>
180, Family	\$126,000		N/A		N/A	N/A
170, Family	\$125,000		N/A		N/A	N/A
186, Family	\$192,260		N/A		N/A	N/A
84, Family	\$60,000		N/A		N/A	N/A
Public Housing Asset Management						
Component Identification	Activity Description					
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>
72, Family	\$100,000		N/A		N/A	N/A
194, Family	\$324,950		N/A		N/A	N/A
269, Family	\$4,264,210		N/A		N/A	N/A



178, Family			N/A		N/A	N/A
16, Family	\$35,000		N/A		N/A	N/A

Public Housing Asset Management						
Development Location	Activity Description					
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>
120, Elderly and Disabled	N/A	N/A	N/A	N/A	N/A	N/A
86, Elderly and Disabled	N/A	N/A	2/26/99, application approved by HUD	N/A	N/A	N/A
100, Family	\$4,651,710		N/A		N/A	N/A
100, Elderly and Disabled	N/A	N/A	N/A	N/A	N/A	N/A
100, Family	N/A	N/A	N/A	N/A	N/A	N/A

Public Housing Asset Management						
Development Classification	Activity Description					
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>
10, Family	N/A	N/A	N/A	N/A	N/A	N/A



# PUBLIC HOUSING DRUG ELIMINATION PROGRAM PLAN – AL047a01

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## **Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## **Section 1: General Information/History**

**A. Amount of PHDEP Grant \$ 427,501**

**B. Eligibility type (Indicate with an “x”)** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X \_\_\_\_\_

**C. FFY in which funding is requested 2001**

**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Huntsville Housing Authority will continue to use the title of Working to Inspire New Goals and Successes (WINGS) as a comprehensive approach to reduce illegal drug use and drug-related crime in our targeted developments. WINGS will combine the efforts of the residents, HHA staff, Huntsville Police Department, and other community agencies to enhance the quality of life for our residents. Funds received will be used to increase community policing and develop additional programs to strengthen the families and community through law enforcement, education, prevention, and intervention activities. A special focus will be on at-risk youths to help them avoid gang and drug activity, which is rampant in their community. Residents will be involved in all program planning and implementation because HHA believes that their involvement is an essential element in a successful program.

## **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Northwoods, Lincoln Park	547	1,303
Butler Terrace, L.R. Patton, Brookside	407	668
Searcy Homes, Sparkman Homes	263	766
Councill Court	182	434

## **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months X Other \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission indicates the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	X	AL09DEP0470195	0		
FY 1996	X	AL09DEP0470196	0		
FY 1997	X	AL09DEP0470197	\$ 55,006		12/31/2000
FY 1998	X	AL09DEP0470198	\$ 26,377		12/31/2000
FY 1999	X	AL09DEP0470199	\$ 393,504		01/31/2002
FY 2000	X	AL09DEP0470100	\$427,501		09/30/2002

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

While the four high-density public housing developments have witness a decline in drug-related crime, many of the drug dealers still involve teens and preteens in their illegal activity. Working to Inspire New Goals and Successes (WINGS) will use a comprehensive approach to eliminate illegal drug use and drug-related crime in four targeted Huntsville Housing Authority (HHA) developments. Partnerships with the Boys & Girls Clubs of Greater Huntsville, Girls Incorporated, and Huntsville Public Library are examples of successful programs that have served as drug prevention in the targeted developments. Our partnership with the Huntsville-Madison County Mental Health Department has served as an outlet for numerous families to change their behavior as it relates to substance abuse. HHA will continue its efforts to provide a variety of services that will serve as deterrents to criminal activities.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$ 175,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	234,501
9170 - Drug Intervention	15,000
9180 - Drug Treatment	
9190 - Other Program Costs	3,000
<b>TOTAL PHDEP FUNDING</b>	<b>\$427,501</b>

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
					175,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Huntsville Police Dept.					175,000	175,000	Reduction in Crime rate
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$234,499		
Goal(s)							
Objectives							
Proposed Activities:	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Boys & Girls Club	600	3171	4/1/2002	3/31/2003	80,000		Evaluation Survey attending program
2. Girls Inc.	300	3171	4/1/2002	3/31/2003	35,000		Participation in activities
3. Huntsville Public Library	2500	3712	4/1/2002	3/31/2003	50,000		Participation in activities
3. Seminole Service Center			4/1/2002	3/31/2003	50,000		Participation in activities
4. HHA Activities	3712	3712	4/1/2002	3/31/2003	11,999		Youth enrolled in Metro-League sports
5. Cultural Arts Conservatory	3712	3712	4/1/2001	3/31/2003	7,500		Participation in activities

9170 - Drug Intervention					Total PHDEP Funding: \$ 15,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators



1. Huntsville/Madison County Mental Health Center	3502	3712	4/1/2001	3/31/2002	15,000		Increase in case management in targeted sites
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 3,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Program Evaluator			4/1/2002	3/31/2003	3,000		% of resident survey
2.							
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	175,000		
9120				
9130				
9140				
9150				
9160	Activities 1, 2, 3, & 5	175,000	Activity 1,2,3,4&5	59,501
9170	Activity 1	15,000		
9180				

9190	Activity 1	3,000		
<b>TOTAL</b>		\$ 340,189		\$ 70,000

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## **ADMISSIONS POLICY FOR DECONCENTRATION – AL047a02**

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In accordance with the The Housing Authority of the City of Huntsville, Alabama's "Admissions and Continued Occupancy Policy" (A.C.O.P.) adopted August 2000 is the following policy.

### **SECTION XXVI. DECONCENTRATION RULE**

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40% of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to ensure that no individual development has a concentration of higher income families in one or more of the developments. To ensure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the Huntsville Housing Authority's computer system.
2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
  - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
  - B. To accomplish the goals of:
    - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
    - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Resident Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

## **RESIDENT ADVISORY BOARD RECOMMENDATIONS FY2001– AL047a03**

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The Housing Authority of the City of Huntsville, Alabama (HHA), Agency Plan contained herein, along with referenced documents on file at the HHA Administrative Offices, includes the submission requirement as outlined in the HUD Final Rule published in the October 21, 1999, issue of the Federal Register, PIH Notice 99-51 (HA), issued December 14, 1999, PIH Notice 2000-36 (HA), issued August 21, 2000, and PIH Notice 2000-43 (HA), issued September 18, 2000.

The planning process began on July 18, 2000, with the establishment of HHA's Resident Advisory Board (RAB) by appointment at the City-Wide Resident Association, on that date. The initial eleven RAB members were representatives from HHA's Public Housing program, either resident council presidents, officers, or residents. On August 3, 2000, four additional RAB members were selected to become participant representatives from HHA's Section 8 program.

HHA and its RAB committee scheduled the following timeline for meetings on the Agency Plans:

- Thursday, August 31, 2000 (Regular Meeting)
- Thursday, September 14, 2000 (Regular Meeting)
- Thursday, September 28, 2000 (Regular Meeting)
- Thursday, October 12, 2000 (Regular Meeting)
- Thursday, October 26, 2000 (Regular Meeting)
- Thursday, November 16, 2000 (Regular Meeting)
- Thursday, December 14, 2000 (Public Hearing Meeting)

Agenda items for each of these regular meetings and the public hearing meeting are on file and generally consist of the following presentation, review and discussion elements:

1. An overview of the Quality Housing and Work Responsibility Act of 1998 (QHWRA).
2. Section 511 – Public Housing Agency Plan requirements of QHWRA
3. A presentation, review and discussion of HHA's Comprehensive Agency Plan Development and Planning Process (flowchart and timeline), revisions to HHA's Public Housing Admissions and Continued Occupancy Policy (ACOP), Public Housing Dwelling Lease, and Section 8 Administrative Plan (Admin. Plan), in accordance with the QHWRA's mandated changes.
4. A presentation, review and discussion of the HUD 50075– PHA Plans Template, HHA's Mission Statement, HHA's Executive Summary and PHA 5 Year Plan Goals and Objectives, and HHA's Executive Summary of the Annual PHA Plan.
5. A presentation, review and discussion of the RAB Suggestion/Comment Form and Process tool used to receive recommendations from the RAB committee and general public/local government.

## **Resident Advisory Board Recommendations FY2001– AL047a03**

### **Page 2**

6. A presentation, review and discussion of HHA's Housing Needs in the Jurisdiction served by the PHA, HHA's strategy for Addressing the Housing Needs for Families in the PHA's Jurisdiction, HHA's Demolition and Disposition Plans Activities, HHA's Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities, HHA's Safety and Crime Prevention Measures (PHDEP Template), and HHA's Capital Fund Program Annual Statement – Parts I, II, and III.

At each of the regularly scheduled RAB meetings and the Public Hearing meeting, the respective agenda items consisted of an approval of the minutes of that meeting (on file) with letters sent to the entire RAB committee (on file).

On December 7 and December 8, 2000, HHA sent official notification letters (on file) to all fifteen RAB committee member representatives and the Board of Commissioner members, respectively, announcing the Public Hearing meeting date, place and time, along with the meeting agenda, to solicit public and private sector participation and comment regarding HHA's Agency Plans, which have been developed in compliance with the QHWRA.

Finally, as a result of HHA's Resident Advisory Board meetings, as presented above and including the Public Hearing meeting, the following synopsis of the written suggestion/comment forms submitted by the RAB and public/private sectors are as follows:

1. Pet Policy Issues – Various comments regarding elderly residents (companionship for the lonely and space limitations) and at the family developments (noise, environmental, safety, responsibility, and care issues).
2. Beautification Issues – Request for more attractive landscaping initiatives, etc.
3. Apartment Amenities – Request to install storage facilities, dryer connections, additional street and back of building lighting (where needed), air conditioners, and the installation of front door bells.
4. Safety Issues – Request for additional street signage for traffic/speeding and wasp nest eradication at high-rise developments.
5. Radon Testing – Make documented reports of radon test results available to future and present residents.
6. Resident Services Issues – Continue to further foster youth empowerment opportunities, resident self-sufficiency and economic development activities, and further promote education and training opportunities.
7. Public/Resident Relations – Continue to improve.
8. General Comments – “Keep up the good work!”

## **CIVIL RIGHTS CERTIFICATION – AL047a04**

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The Housing Authority of the City of Huntsville, Alabama does hereby agree and certify that it will carry out this Agency Plan (both our Five Year Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

**<< T. A. Harris, Jr. >>**

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T. A. Harris, Jr.  
Executive Director

**<< January 16, 2001 >>**

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Date

## RESIDENT SURVEY FOLLOW UP PLAN – AL047a05

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### CUSTOMER SERVICE AND SATISFACTION SURVEY IMPROVEMENT PLAN FOR 2001

<u>Action/Administrative Item</u>	<u>Completion Date</u>	<u>Funding Source</u>
<p><b>1. Communication</b></p> <p>Newsletter</p> <ul style="list-style-type: none"><li>• Publish the Resident Information Source quarterly beginning June 1, 2000. The newsletter will provide residents information about programs, events, activities that are going on in and surrounding their communities.</li><li>• A section of the newsletter will be set aside as the resident council corner. Resident councils will have the opportunity to include information about their communities.</li><li>• An article in each issue about the Customer Service and Satisfaction Survey.</li></ul> <p>Community Services Fair</p> <ul style="list-style-type: none"><li>• Sponsor annually a community service fair. This will be a daylong event where local agencies will have the opportunity to set-up display advertising their programs and activities. The event will also offer resident the opportunity to learn about the programs and sign-up for services offered by the agencies.</li><li>• HHA will establish a display and include information about the Customer Service and Satisfaction Survey.</li></ul>	In process	Operating Subsidy/Resident Services Budgets

<p>Annual Calendar</p> <ul style="list-style-type: none"> <li>• Include the Customer Service and Satisfaction Survey as an event on the annual calendar published by HHA.</li> </ul> <p>Community Town Hall Meetings</p> <ul style="list-style-type: none"> <li>• Conduct three Town Hall Meeting in conjunction with the Housing Agency Plan meetings</li> <li>• Northwoods</li> <li>• Butler Terrace</li> <li>• Sparkman Homes</li> </ul> <p>Develop Relationship with Communities Agencies</p> <ul style="list-style-type: none"> <li>• Share correspondence with on-site agencies to inform them of the requirement of the Customer Service and Satisfaction Survey.</li> </ul> <p><b>2. Safety</b></p> <p>HHA has been successful for the past eight(8) years in the Public Housing Drug Elimination Program (PHDEP).</p> <p>Increased law enforcement above baseline service in the targeted communities</p> <p>Resident councils are active in all communities with resident participation activities</p> <p>Residents have police officers' contact numbers for direct reporting of criminal activities.</p> <p>Police officers attend resident council meetings in each community.</p> <p>Brochures are distributed to residents publicizing law enforcement.</p>	<p>In process</p>	<p>PHDEP</p>
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<p>Law enforcement is publicized in the quarterly newsletter.</p> <p><b>3. Neighborhood Appearance</b></p> <p>Implemented a Yard-Of-The-Month Competition</p> <ul style="list-style-type: none"> <li>• A household from each community is selected each month.</li> <li>• All communities are involved to include the elderly towers.</li> <li>• A local radio station that provides prizes for winners supports the program.</li> </ul> <p>Landscaping and outside improvements have been made in several communities.</p> <p>A flagpole, representing community pride, has been installed in Searcy Homes community.</p> <p>The City of Huntsville Beautification Program has recognized Housing Authority's efforts.</p>	<p>In process</p>	<p>Operating Subsidy/Maintenance Dept./CGP and CFP Budgets</p>
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# **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS – AL047a06**

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## **COMMUNITY SERVICE**

### Memorandum of Understanding

- Established between HHA and the Madison County Department of Human Resources (DHR).
- Established by the Alabama Association of Housing and Redevelopment Authority, (AAHRA), Alabama Public Housing Division, and the Alabama State Department of Human Resources.
- Provides for joint review of public housing and Section 8 residents that are receiving TANF by HHA and DHR.
- HHA and DHR will coordinate and streamline the delivery of services to joint recipients of assistance.

### Economic Development and Supportive Services Program

- Refers community service eligible residents to HHA Economic Development and Support Services Program.
- Residents perform 20 hours on-the-job training, four hours community service, and four hours of education each week.
- Total of 16 hours of community service each month.

### **AL047a07: Resident Member of the PHA Governing Board**

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:  
Commissioner Naomi Johnson

B. How was the resident board member selected: (select one)?

☐ Elected

☒ Appointed – By the Mayor of the City of Huntsville, Alabama

C. The term of appointment is (include the date term expires):

The appointed term is 5 years and expires on August 14, 2004

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

## **MEMBERSHIP OF THE RESIDENT ADVISORY BOARD OR BOARDS – AL047a08**

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List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The Resident Advisory Board members were appointed to represent the residents in developing the Comprehensive Agency Plan at HHA's CityWide Resident Association meeting on July 18, 2000. The following table lists the appointed members:

<b>Name</b>	<b>Development Represented</b>
Mr. Leonard Smith	President, Butler Terrace
Ms. Marvelene Lynch	President Johnson Towers Resident Council
Mr. Ronald Jackson	President, L. R. Patton Resident Council
Ms. Marilyn King-Jordan	President, Northwoods Resident Council
Ms. Carol Burt	Secretary, Northwoods Resident Council
Ms. Dorothy Ford	President, Searcy Homes Resident Council
Ms. Joyce Driver	President, Lincoln Park Resident Council
Mr. Walter Elliott	President, Todd Towers Resident Council
Ms. Catherine Meagher	President, Council Court Resident Council
Ms. Sarah Jones	Vice-President, Brookside Resident Council
Mr. Otis Morrison	Section 8 Participant
Ms. Nona Sturgies	Section 8 Participant
Ms. Peggy Lemons	Section 8 Participant
Ms. Cerene Prince	Section 8 Participant

## **ADMISSIONS PET POLICY - AL047a09**

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In accordance with the The Housing Authority of the City of Huntsville, Alabama's "Admissions and Continued Occupancy Policy" (A.C.O.P.) adopted August 2000 is the following policy.

### **19.0 PET POLICY**

#### **19.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all residents to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

#### **19.2 PETS IN SENIOR BUILDINGS**

The Huntsville Housing Authority will allow for pet ownership in developments or buildings designated for use by elderly and/or disabled families and in any development or building for which elderly and/or disabled families are given preference. Except at the developments and buildings listed below, pet ownership is prohibited in all public housing properties.

**A. L. R. Patton Addition**

**B. Todd Towers**

**C. Johnson Towers**

#### **19.3 PETS IN PUBLIC HOUSING**

**The Huntsville Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Huntsville Housing Authority harmless from any claims caused by an action or inaction of the pet.**

#### **19.4 APPROVAL**

Residents must have the prior **written approval** of the Housing Authority before moving a pet into their unit. **Residents must request approval on the Authorization for Pet Ownership Form** that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

## ADMISSIONS PET POLICY - AL047a09

### Page 2

#### 19.5 TYPES AND NUMBER OF PETS

The Huntsville Housing Authority will allow only common household pets. This means only domesticated animals such as a **dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle** will be allowed in units. Common household pets do not include reptiles (**except turtles**). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered by the age of six months, and cats must be **declawed** by the age of **three (3) months**. A licensed veterinarian and/or staff of the humane society must verify this fact, prior to the execution of this agreement and/or **within ten 10 days** of the pet becoming of age.

Only **one (1) or two (2)** pets per unit will be allowed according to this schedule.

Unit Size	Pets
Zero Bedroom	<b>0</b>
One Bedroom	<b>1</b>
Two Bedrooms	<b>1</b>
Three Bedrooms	<b>2</b>
Four or More Bedrooms	<b>2</b>

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

Also, weight of a cat animal may exceed **10** pounds (fully grown) and a dog may not exceed **20** pounds in weight (fully grown). All other four-legged animal are limited to **10** pounds in weight (fully grown).

#### 19.6 INOCULATIONS

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. **A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Huntsville Housing Authority to attest to the inoculations.**

#### 19.7 PET DEPOSIT

An **annual fee** and **pet deposit** is required at the time of registering a pet. The deposit **ONLY** is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for **EACH** pet.

## **ADMISSIONS PET POLICY - AL047a09**

### **Page 3**

#### **19.8 Financial Obligation of Residents**

**Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Huntsville Housing Authority reserves the right to exterminate and charge the resident.**

#### **19.9 NUISANCE OR THREAT TO HEALTH OR SAFETY**

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Huntsville Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

#### **19.10 DESIGNATION OF PET AREAS**

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if the *HA* designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

**With the exception of assistive animals, no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms, lobby, beauty shop, hallways or office in any of our sites.**

To accommodate residents who have medically-certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s)/(building(s)). This shall be implemented based on demand for this service.

#### **19.11 MISCELLANEOUS RULES**

Pets may not be left unattended in a dwelling unit for over **24** hours. If the pet is left unattended and no arrangements have been made for its care, the *HA* will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

## **ADMISSIONS PET POLICY - AL047a09**

### **Page 4**

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within **24** hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within **10** days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

### ***19.12 VISITING PETS***

Pets that meet the size and type criteria outlined above may visit the developments/communities where pets are allowed for up to two weeks without Huntsville Housing Authority approval. Residents who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the resident to violate the lease, the resident will be required to remove the visiting pet.

### ***19.13 REMOVAL OF PETS***

The Huntsville Housing Authority, or an appropriate community authority, shall require the removal of any pet from a development if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the development or of other persons in the community where the development is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Huntsville Housing Authority has permission to call the emergency caregiver designated by the resident or the local Pet



**ADMISSIONS PET POLICY - AL047a09****Page 5**

Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

## **BRIEF PROGRESS OF 5-YEAR PLAN – AL047a10**

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The Housing Authority of the City of Huntsville, Alabama (HHA), provides herewith the following brief statements of its progress report to-date in meeting the Mission, Goals and Objectives, as outlined in its current 5-Year Plan:

1. HHA, in its implementation of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and Section 511- Public Housing Agency Plans, has made progress along with the public housing industry to stay abreast with the HUD issued regulations and notices. QHWRA is a revolutionary legislative Act, with clearly evolutionary aspects that HHA is continuing to address in a flexible administrative manner.
2. HHA, in the performance of its Mission Statement, provides a needed service to the jurisdiction in eliminating the negative influence of poverty in public housing to ensure that the customers served develop self-esteem, and to promote fulfilling and productive lives.
3. HHA's fourteen Goals and Objectives in its 5-Year Plan demonstrate the progressive management approach to the delivery of its services in an accountable and efficient manner, responding to the community desires and needs.
4. In this first Annual Plan following HHA's first PHA Plan, HHA has maintained its High Performer status designation and solid progress has been attained in each of its stated PHA Goals, HUD Strategic Goals, and PHA Objectives, to date.
5. Additionally, HHA has made measurable progress in the following:
  - Implementing income generating measures (lease-up Section 8 vouchers to the maximum allowable budgeted authority).
  - Improving physical conditions and appearances of all developments and properties, improvement and enhancement of HHA's public image.
  - Preparing residents served for the ongoing welfare program changes.
  - Attracting working families as applicants and residents.
  - Recruiting and outreaching landlord participants to serve the Section 8 program.
  - Maximizing the use for HUD grants attained under the Capital Fund Program (CFP), Public Housing Drug Elimination Program (PHDEP), and Economic Development and Supportive Services Grant (EDSS).
  - Furthering HHA's level of public housing resident customer service satisfaction scores.

In summary, HHA's Annual and 5-Year Plans are based on the premise that if we accomplish our Goals and Objectives, HHA will be working towards the achievement of our Mission Statement.